

Special Meeting of the
Board of TFD Fire Commissioners

DRAFT --Meeting Minutes – January 7, 2015
Thompsonville Fire Station, 11 Pearl Street, Enfield CT

1. Call To Order: by Sec/Treasurer Commissioner Gaskell at 7:14 pm.

2. Roll Call: present was Comm. Gaskell, Chairperson Comm. Reidy, Comm. Stone and Comm. Magistri. Comm. Gillespie was absent.

3. Discussion and Possible Action of Indigence Policy

MOTION: to adopt and implement effective immediately the Freedom of Information Act Policy which was distributed to Commission members on this date. Motion made by Comm. Reidy. Seconded by Comm. Gaskell. Roll call, motion passes 4-0-1.

4. Discussion and Approval of Invoices/Bills.

Commissioners reviewed, discussed and approved checks for invoices/bills.

5. Commissioners Workshop: Discussion of 2015-2016 Fiscal Year Budget

Presentation of Budget spreadsheet provided to all in attendance.

6. Adjourn

MOTION: to adjourn at 9:39pm made by Comm. Reidy. Seconded by Comm. Stone. All present in favor by voice vote.

Special Meeting of the
Board of TFD Fire Commissioners

APPROVED--Meeting Minutes – January 7, 2015
Thompsonville Fire Station, 11 Pearl Street, Enfield CT

1. Call To Order: by Sec/Treasurer Commissioner Gaskell at 7:14 pm.

2. Roll Call: present was Comm. Gaskell, Chairperson Comm. Reidy, Comm. Stone and Comm. Magistri. Comm. Gillespie was absent.

3. Discussion and Possible Action of Indigence Policy

MOTION: to adopt and implement effective immediately the Freedom of Information Act Policy which was distributed to Commission members on this date. Motion made by Comm. Reidy. Seconded by Comm. Gaskell. Roll call, motion passes 4-0-1.

4. Discussion and Approval of Invoices/Bills.

Commissioners reviewed, discussed and approved checks for invoices/bills.

5. Commissioners Workshop: Discussion of 2015-2016 Fiscal Year Budget

Presentation of Budget spreadsheet provided to all in attendance.

6. Adjourn

MOTION: to adjourn at 9:39pm made by Comm. Reidy. Seconded by Comm. Stone. All present in favor by voice vote.

THOMPSONVILLE FIRE DISTRICT POLICY ON FREEDOM OF INFORMATION ACT

FEES

Effective upon adoption of this policy the fee for a copy shall be \$.50 per page. For a certified copy of a public record the fee shall be \$1.00 for the first page and \$.50 for each subsequent page.

The fee for any copy that requires a transcription shall be at the Thompsonville Fire District's ("TFD") cost.

The fee for a copy of any record maintained on its computer storage system shall be TFD's cost as determined by such Section 1-212 (b) of the Freedom of Information Act.

The fee to copy a public record through the use of hand-held scanners shall be \$20.00 each time a copy is made.

PRE-PAYMENT OF FEES

The TFD requires the pre-payment of fees whenever the estimated cost of responding to a request \$10.00 or more. If a requestor owes an outstanding balance for fees under this policy, the TFD will require the full payment of such balance before it will provide the requestor with additional copies of any new public record request.

FORM OF PAYMENT

The TFD will accept payment by cash, check or money order.

FEE WAIVER FOR INDIGENCY

The Freedom of Information Act requires the TFD to waive the fees under this policy in certain circumstances, including the requestor's indigency. For purposes of this policy a requestor is indigent if:

- (1) the requestor receives public assistance, which includes: state-administered general assistance; temporary family assistance; aid to aged, blind and disabled; supplemental nutrition assistance; or supplement social security income; or
- (2) the requestor's household income is less than one hundred twenty-five percent (125%) of the federal poverty guidelines established in the Federal Register each year by the United States Department of Health and Human Services.

PROCEDURE FOR FEE WAIVER

A requestor seeking a fee waiver on the basis of indigency shall be required to supply the TFD with information and records necessary for the TFD Commission to determine that the requestor qualifies for a fee waiver based on the policy set forth above.

A requestor seeking a fee waiver on the basis of other than indigency shall describe the legal basis for the request and the circumstances supporting it.

64993